



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary-Rigorous (FF)

Bureau: Bureau of Land Management – Bureau Wide

Classification Title: Student Trainee (Range Technician)

Organization Title: \_\_\_\_\_

Position Number: F049 Series and Grade: GS-0499-03

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

Duties are directly connected with the control and extinguishment of fires. The primary purpose of the position is to serve as an engine crew student trainee. Position requires sufficient knowledge of standard fire suppression methods techniques and procedures, and a basic knowledge of fire behavior.

The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.

*Smart M. Myz*  
Bureau Program Designee

4-4-02

Date

*Marcia L. Scifres*  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

07/24/2002

Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 02/04/94. Approval is by DOI Secretary's Designee:

*[Signature]*  
Deputy Assistant Secretary, Human Resources

7/30/02

Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>BOISE, IDAHO</u>	2. NAME OF INCUMBENT  						
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">           11a. <u>DEPARTMENT OF THE INTERIOR</u>                b. <u>BUREAU OF LAND MANAGEMENT</u>                c. <u>IDAHO STATE OFFICE</u> </div> <div style="width: 48%;">           d. <u>LOWER SNAKE RIVER DISTRICT</u>            e. <u>FIRE &amp; AVIATION</u> </div> </div>							
4. CSC TITLE AND BUREAU POSITION NO. <u>STUDENT TRAINEE (RANGE TECHNICIAN) (F049)</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">SCHEDULE</td> <td style="width: 25%;">SERIES</td> <td style="width: 50%;">GRADE</td> </tr> <tr> <td style="text-align: center;">GS</td> <td style="text-align: center;"><u>455499</u></td> <td style="text-align: center;">03</td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	<u>455499</u>	03
SCHEDULE	SERIES	GRADE					
GS	<u>455499</u>	03					
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, <u>X</u> GRADE							

## CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>/s/ ANDY DELMAS</u>            (Signature of Supervisor)         </div> <div style="width: 45%;"> <u>3/27/2002</u>            (Date)         </div> </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u><i>T. D. A. [Signature]</i></u>            (Signature of Official Exercising Classification Authority)         </div> <div style="width: 45%;"> <u>3/27/2002</u>            (Date)         </div> </div>
Title <u>ASSISTANT FIRE MANAGEMENT OFFICER</u>	Title <u>HR SPECIALIST (CLASSIFICATION/LABOR RELATIONS)</u>

7. DESCRIBE BRIEFLY, BUT IN FULL. THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The basic functions within which the incumbent works are described in the attached full performance level GS-05 position description. However, the incumbent is assigned to this position at the entrance trainee/less than full performance level. He/she will be assigned various tasks from the attached position description on an on-the-job training basis, with the difficulty of the tasks and degree of independent performance increasing gradually, as the incumbent becomes better trained, and demonstrates the ability to assume greater responsibility.

Initially, the supervisor will make assignments by giving specific instructions on objectives, standards, methods and guidelines; and will review work closely during progress and upon completion. Review of work will be for adherence to instructions, guidelines, methods, procedures, and additional developmental needs.

Amend the OF-8/amendment to reflect the Lower Snake River District and Fire & Aviation organization. The employing office and duty station location are both: Boise, Idaho.

FLSA: Non-Exempt

## PRIMARY COVERAGE REQUIREMENT

This position is for young and physically vigorous individuals. Maximum entry age restrictions apply when filled under appointment subject to the retirement system.

Department of the Interior, FLERT Specialist *Loye Lappen*  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
☒ Firefighter      ☐ Law Enforcement  
☒ Primary      ☐ Secondary/Administrative      ☐ Sec/Supvy  
 Approval Date *July 30, 2002*



# U.S. DEPARTMENT OF THE INTERIOR

## Certification of Approval for Special Retirement Coverage

- ☒ Under the Civil Service Retirement System (5 U.S.C. 8336(c))
- ☒ Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, ID

Classification Title: Student Trainee (Range Technician)

Organization Title: Student Trainee (Range Technician)

Series and Grade: GS-499-04/05

Position Number: F049

Category: Primary - Rigorous

CONCUR:

Bureau Head

*for Robert W. Fairlie IV*

*March 24 1994*  
Date

Program Assistant Secretary

*Piet deWitt*

*3/25/94*  
Date

Director of Personnel

*Pat Hastings*

*4-7-94*  
Date

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated above.

Assistant Secretary - Policy, Management and Budget

*Bladen*

*4-11-94*  
Date

ACTING

# POSITION DESCRIPTION (Please follow Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other nation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Idaho Falls, Idaho		5. Duty Station Pocatello, Idaho		1. Agency Position No. 3F049	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code UAY		14. Agency Use ID03227		15. Classified/Graded by		Official Title of Position	
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
Student Trainee (Range Technician)		GS		499		5		jcs 2/04/94	
Student Trainee (Range Technician)		GS		0499		5			
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify) Williams, Darron J.				

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision Idaho Falls District Office	
a. First Subdivision Bureau of Land Management		d. Fourth Subdivision Division of Operations	
b. Second Subdivision Idaho State Office		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor John A. Glenn Supv. Fire Management Spec.		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Lloyd H. Ferguson District Manager	
Signature 	Date 2-4-94	Signature 	Date 2/4/94

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position GS-499-05	
Typed Name and Title of Official Taking Action John Stewart Position Classification Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 	Date 2-4-94		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: This position is for young and physically vigorous individuals and is subject to the maximum entry blinding position into a fire retirement covered PD. Position is a coop in the 499 series.



HC: 400 BUS: 1014  
FPL: GS-05

**SUBJECT TO PROCUREMENT INTEGRITY REQUIREMENTS**

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS  <div style="border: 1px solid black; padding: 5px; min-height: 40px;">Idaho State Office</div>		2. NAME OF INCUMBENT  <div style="border: 1px solid black; padding: 5px; min-height: 40px;">Williams, Darron J.</div>		
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION: <input type="checkbox"/> AS HEREBY AMENDED				
11a. <u>Department of the Interior</u>  <u>Bureau of Land Management</u>  <u>Idaho State Office</u>		d. <u>Idaho Falls District Office</u>  e. <u>Division of Operations</u>		
4. CSC TITLE AND BUREAU POSITION NO.				
<div style="border: 1px solid black; padding: 5px; min-height: 40px;">Student Trainee (Range Technician)</div>		32254	3F049	
		SCHEDULE	SERIES	GRADE
		GS	0499	4
<input checked="" type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE				

## CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.</p> <p><u></u> <u>2-4-94</u>          (Signature of Supervisor) (Date)</p> <p>John A. Glenn</p> <p>TITLE <u>Supv. Fire Management Spec.</u></p>	<p>5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p><u></u> <u>2-4-94</u>          (Signature of Official Exercising Classification Authority) (Date)</p> <p>John Sterwart</p> <p>TITLE <u>Position Classification Spec.</u></p>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

INT 823-79

**GS-04**

The employee must possess the knowledge of body of standardized rules, procedures, or operations requiring considerable training and experience to adequately perform the full range of standard assignment and to resolve recurring problems. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and assignment priorities. Specific instructions are given for new, difficult, or unusual assignments. Recurring assignments are completed independently. Specific and detailed guidelines are provided to the employee. The work consists of duties involving related steps, processes, or methods. The employee must make a choice among a few easily recognizable differences in situations. The work involves the execution of specific rules, regulations, or procedures and comprises a complete segment of an assignment. The completed work affects the accuracy, reliability, or acceptability of further processes.

Range/Forestry Technician, GS-455/462-5  
Engine Operator  
Position No. F041

## **INTRODUCTION**

This position has been designated as a Student Trainee. The position involves periods of pertinent formal education and periods of employment in the agency. The education and employment is a part of a formal student employment program.

Because the position has been designated as a Student Trainee, the levels of assignment will be commensurate with the academic level and prior work experience of the incumbent.

This position is located in a fire suppression organization. Dependent upon the size of vehicle assigned, crew composition, and area serviced, the employee serves as an engine operator and/or crew leader for a single-engine crew. In multiple-engine/crew situations, the employee serves under the multiple-crew leader. Duties include participating in engine operations on the fireline and in the repair and maintenance of firefighting equipment and supplies. Incidental duties relating to the fire program or other resource programs may be assigned during stand-by periods.

Although the employee serves as a work supervisor/lead for firefighters assigned to the engine for short periods of time, the employee does not have continuing supervisory/lead duties for more than 1 or 2 other crew members.

## **DUTIES**

1. The primary purpose of this position is to serve in one of the following engine crew member positions:

Engine crew leader and operator. Serves as a crew leader for a two or three member light engine crew. Analyzes fire conditions and determines attack methods. Operates or oversees the operation of vehicles and pump. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing fires. Locates line, directs and participates in line construction, backfire and burnout, hose layout and pumping, tree falling, mobile and stationary engine attack, and holding/patrol/mop up operations. Serves as Initial Attack Incident Commander on smaller, less complex fires. Determines probable cause of fires, protects origin, and completes fire reports.

Engine Operator. Serves as the Engineer and/or oversees the use of pump and hoses by providing on-site guidance and direction to a 2-6 person medium weight fire engine crew. Drives the 4x4 fire engine and/or operates the pump and oversees hose lays and the use of water and chemicals. On small fires observes or on larger fires assists the crew leader.

in observing fire conditions and suggesting attack methods. Dependent upon fire situation, utilizes a variety of specialized tools, equipment, and techniques while actively suppressing fires. Performs fire line activities such as line construction, burnout and backfire, hose layout and pumping, tree falling, mobile and stationary engine attack, and holding/patrol/mop up operations. Serves as initial Attack Incident commander on smaller, single engine initial attack fires. Determines probable cause of fires, protects Origin, and completes fire reports.

As assigned, serves as an Acting Crew Leader for multiple engine initial attack fires. Assesses situations, assigns specific duties to engine operators and crew members, and works with the crews in suppressing wild fires.

Engine Operator/Alternate Operator. Serves as the Engineer and/or oversees the use of pump and hoses by providing on-site guidance and direction to a 2-6 person heavy weight fire engine crew working as a single-engine crew or as a part of a multiple engine crew. Operates auxiliary vehicles. Directs the work of crew members using the pump and hose in mobile and/or stationary engine attack. May serve as alternate engineer. On small fires observe fire conditions and determines methods of attack. On multiple engine fires assists the crew leader in observing fire conditions and suggests attack methods. Dependent upon fire situation, utilizes a variety of specialized tools, equipment, and techniques while actively suppressing fires. Performs fire line activities such as fire construction, burnout and backfire, hose layout and pumping, tree falling, mobile and stationary engine attacks, and holding/patrol/mop up operations.

Serves as Initial Attack Incident Commander on smaller, single engine initial attack fires. Determines probable cause of fires, protects origin, and completes fire reports. As assigned, serves as an Acting Crew Leader on multiple engine initial attack fires. Assess situations, assigns duties to crew members, and works with the crew(s) in suppressing wild fires.

2. Functions in the positions for which qualified during prescribed burns. May serve during fire emergency situations in other SOF or Incident Command System (ICS) positions for which trained and qualified.
3. Participates in the maintenance and repair of vehicles and equipment and in fire readiness drills. Receives fire fighting training.
4. In normal occurrence fire seasons, may spend 10-20% of the time on other fire related duties such as fire prevention activities, collecting fire management data, and participating in safety sessions and fire critiques.
5. May spend approximately 10% of the time on other resource program activities and projects. May be assigned as the crew leader.

## **FACTORS**

### **Factor 1. Knowledge Required by the Position**

- Sufficient knowledge of standard fire suppression methods techniques and procedures to be used in various fuel types under a variety of weather and terrain conditions to operate a fire engine with complex pump and hose attachments and to direct fire crew members in the use of pump and hose attachments and other line firefighting operations in the extinguishment of small fires.
- Basic knowledge of fire behavior including causes of fire and the influence of wind, slope, topography and fuel moisture on the suppression methods and procedures to be used.
- Knowledge of safety precautions to be used in fire engine and fire line operations.
- It has been determined that the employee in this upper level operator position must have prior fire engine crew experience to serve as an on-the-job work leader. The training should include courses in fire behavior and fire fighting duties and responsibilities.
- Must possess a valid state driver's license and have the ability to operate the type fire engine assigned.
- Ability to communicate effectively with others in emergency situations at isolated field locations.

### **Factor 2 - Supervisory Controls**

- The supervisor makes fire fighting and other assignments indicating what is to be done, priorities, limitations, quality and quantity expected, and deadlines. Normally the supervisor or crew leader briefs the crew each morning on fire situations, anticipated actions, and specific crew assignments for the day. Training has been provided on normal fire fighting methods, procedures, tactics, and engine operations. Additional guidance and direction is provided for new, difficult or unusual assignments.
- As the vehicle operator and/or engine crew leader, the employee uses initiative in carrying out recurring assignments and independently determines routes to travel, use of pump and hoses, and type of maintenance and repair duties necessary. The supervisor/crew leader is consulted in more complex fire situations or in situations where normal procedures will not produce the desired results.



- The supervisor/crew leader reviews the assigned work ensuring that safe and efficient methods are used and that the engine crew is in a fire readiness status. Project fire and non-fire related work is reviewed by the responsible coordinators periodically and/or upon completion of the project, depending upon the difficulty of the assignment.

### Factor 3 - Guidelines

- Procedures for performing the fire fighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials, e.g., equipment operation and maintenance duties. Due to the limited size and type of fire normally encountered independently, the employee's alternatives in taking action are normally limited to well established procedures with only minor adjustments being applicable. The supervisor/crew leader is readily available by radio or in person if a more difficult situation is encountered.

### Factor 4 - Complexity

- The work consists primarily of leading and working with crews on the fire line and in maintaining fire equipment and tools. Because of the crew size and equipment capability, decisions relating to what type of suppression methods and procedures to apply to specific situations are limited. It is essential that the employee be capable of sizing up and analyzing fire situations and recognizing the need for and requesting additional assistance in those situations exceeding the engine crew's limitations. The actions taken vary with fuel types, fire weather conditions, and the resource values concerned.

### Factor 5 - Scope and Effect

- The purpose of the work is to operate a fire engine and/or serve as an engine work leader during fire fighting and equipment maintenance and repair activities. The work performed by the crew contributes to the effectiveness of the fire fighting organization in suppressing wild fires and protecting resource values.

### Factor 6 - Personal Contacts

- The personal contacts are normally with other employees in the fire suppression organization, although some contacts occur with other resource personnel in carrying out specifically assigned project work and the general public in performing fire patrol assignments.

#### Factor 7. Purpose of Contacts

- The purpose of the contacts is to obtain information, give directions, provide information, clarify assignments, coordinate work efforts, and, upon occasion, resolve operating problems.

#### Factor 8 - Physical Demands

- This fire fighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

#### Factor 9. Work Environment

- This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required.